

Citibank Reinstatement Procedures

Memoranda of request for reinstatement of a canceled travel card account must be submitted by the employee's supervisor to the Line Office Chief Financial Officer (CFO)/Management and Budget Chief, to Citibank for approval. Cards are rarely reinstated when canceled by Citibank.

Requests can be sent to Randy Broadwell

Client Account Manager

Citibank e-Business

Commercial Cards

7777 Baymeadows Way West

MC 73091

Jacksonville, FL 32256